

E-FILING AN APPEARANCE

E-File an Appearance

1. In the address bar, type <http://www.jud.ct.gov>
2. Click on **E-Services** in the left menu to go to the E-Services Welcome Page:

The screenshot shows the 'Welcome to Connecticut Judicial Branch E-Services' page. At the top is a navigation bar with links: Home, Attorney Regulation, E-File Frequently Asked Questions, Getting Started, How Do I?, and Supreme/Appellate. The main content area includes a welcome message, a 'News and Announcements' section, and a 'Log-in' section. The 'Log-in' section has two options: 'Attorneys' and 'Self-represented Parties', both with an 'ENROLL' button. Below these is an 'Already enrolled?' section with a 'LOG-IN' button. A 'Forgot Password?' link is also visible.

3. Click **Log-in** at the bottom of the page; a **Security Alert** may appear
4. Click **OK**
5. Enter the **juris number** and **password**

Note: All e-filing transactions will be attributed to the logged-in juris number. Generally, the log-in juris number is the firm juris number for this reason. The individual juris number of the attorney is used to sign documents. If you forget the password, click on **Forgot Password?** for help.

The screenshot shows the login form with two columns. The left column is for 'New to E-Services?' and includes a 'New User' button. The right column is for 'Log in:' and includes fields for 'Juris Number / User ID' (with the value 101751) and 'Password' (masked with dots). There are links for 'Forgot User ID?' and 'Forgot Password?'. A 'Login' button is at the bottom right.

6. Click **Login**
 7. Click **Civil EFile** in the menu bar on the left of the screen
 8. Under **E-File A Motion/Document** on the e-filing menu, click **Party Search**
- Note:** If you know the docket number of your case including the location code, you may use the **Select Case** option.

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9. Type the **Party Name** in the Party Name box

Note: The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate an alphabetical list of cases. You may also filter and sort the cases by choosing a location, a case category, or an order for the display of the cases.

The screenshot shows the 'Civil E-Filing' header with a 'Disclaimer' link. Below it is the title 'PARTY NAME SEARCH FOR CIVIL & FAMILY CASES'. The search form includes fields for 'Party Name (Last, First)', 'Location' (set to 'All'), 'Case Category' (set to 'All'), 'Sort Order' (set to 'Name'), and 'Max. Records' (set to '250'). There are 'Search' and 'Clear' buttons at the bottom right, and an 'Attorney Help Manual' link.

10. Click on the **Docket Number** of the case that you wish to select

The screenshot shows a table titled 'Party Name Search Results' with a 'New Search' link. The table has columns: Party Name, Case Name, Docket No., Court Location, Pty No., Pltff/Def, and Self-Rep. The first two rows are highlighted in yellow. The docket number 'CV-12-6014518-S' in the first row is circled in red.

Party Name	Case Name	Docket No.	Court Location	Pty No.	Pltff/Def	Self-Rep.
HOEFER JAMES	WALTER'S PLUMBING & V.HOEFER,SUSAN	CV-12-6014518-S	Bridgeport	51	D	
HOEFER SUSAN	WALTER'S PLUMBING & V.HOEFER,SUSAN	CV-12-6014518-S	Bridgeport	50	D	
HOEFER KELLYANNE	HOEFER, MARK A. V.DURAN, JUAN C.	CV-08-5004912-S	Litchfield	02	P	
HOEFER MARK	PALISADES COLLECTION V.HOEFER,MARK	CV-05-4002097-S	Litchfield	50	D	
HOEFER MARK A.	HOEFER, MARK A. V.DURAN, JUAN C.	CV-08-5004912-S	Litchfield	01	P	
HOEFER MARK AS EMPLOYER	HOEFER, MARK A. V.DURAN, JUAN C.	CV-08-5004912-S	Litchfield	03	P	
HOEFER ANN	BRADBURN, HUBERT V.CITY OF NEW HAVEN	CV-07-4027712-S	New Haven	02	P	

11. Choose **E-File an Appearance** from the drop-down arrow and click **Go** to get to the appearance screen

Note: Until you have filed an appearance, **E-file an Appearance** will be the only option that is available to you in this drop-down box. A message will appear on the screen below stating that the logged in juris number has not filed an appearance in the file.

The screenshot shows the case detail screen for 'FBT-CV12-6014518-S WALTER'S PLUMBING & v. HOEFER,SUSAN ET AL'. It includes tabs for Case Detail, Notices, History, Processing, Scheduled Court Dates, and Attorney Help Manual. A red message states: 'The logged in Juris Number is not appearing on this case. Only entry of an Appearance is allowed.' Below this is a 'Select Desired Case Activity' dropdown menu with 'E-File an Appearance' selected, and a 'Go' button. The 'Data Updated as of: 02/09/2011' is shown. The 'Case Information' section lists: Case Type: C40 - CONTRACTS - COLLECTIONS, Court Location: BRIDGEPORT, List Type: Trial List Claim, and Last Action Date: 12/23/2011 (Last Action Date is a data entry date, not actual date).

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12. Click in the box next to the name of the specific party for whom you are appearing or select **All Plaintiffs** or **Defendants**

Note: If you are filing an appearance on behalf of a Committee in a foreclosure action, the Clerk must enter "Committee" as a party. If you do not see the option to click next to "Committee," please call the court where your action is pending and ask that "Committee" be added as an option.

Check the box next to the name of the party or parties for whom your appearance is being entered. Or select all plaintiffs or defendants. If the party for whom you are appearing is not listed, your appearance must be filed on paper with the clerk's office.

☐ Select All Plaintiffs ☐ Select All Defendants

Plaintiff Parties:	Appearance Status:
<input type="checkbox"/> 01 WALTER'S PLUMBING & HEATING	Attorney

Defendant Parties:	Appearance Status:
<input type="checkbox"/> 50 SUSAN HOEFER	No Appearance
<input type="checkbox"/> 51 JAMES HOEFER	No Appearance

Other (Specify)

☐ Is this an in place of appearance of attorney or firm or self represented party already on file?
☐ Is this an appearance in addition to an appearance already on file?

I agree to accept papers (service) electronically in this case under Practice Book Section 10-13
☐ Yes ☐ No

Please provide the following information for the **contact person** for this file. The court may use this information when attempting to contact the parties in this case.

Telephone: (xxx-xxx-xxxx) Fax: (xxx-xxx-xxxx)

*Required
E-Mail Address:

13. If you are filing an appearance **in place of an appearance** that is already on file or if you are filing an appearance **in addition to an existing appearance**, click in the appropriate boxes.
14. If you want to fill in the area next to **Other**, you must first select a party for whom you are filing an appearance.
15. Click **Yes** or **No** to indicate whether you agree to accept certification by email for documents filed by other parties in the case under Practice Book Section 10-13
16. Click in the **Telephone Number** field and in the **E-Mail Address** field and enter the information

Note: If you agree to accept certification by email, be sure to fill in your email address.

17. Confirm your **individual JURIS #** which is your electronic signature on this appearance.
18. Click **Continue** to go to the certification of service page

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Certification of Service		
<small>Instructions: The information displayed below is provided so that your certification about service for this filing can be shown on the form that you are creating. If an address shown is not where service was made, please correct the address in the space provided. If there are no address changes or corrections have been made, click 'continue' to display the filing. Items with an "*" are required.</small>		
You are entering the appearance of:		
HUNT LEIBERT JACOBSON PC 50 WESTON STREET HARTFORD, CT 06120		Juris #101589
You have selected this case:		
Docket Number: FBT-CV-12-6014518-S	Name of Case: WALTER'S PLUMBING & v. HOEFER, SUSAN et al	Return Date: Jan 17 2012
ALICE HARRINGTON 939 MILL PLAIN ROAD FAIRFIELD CT 06824		JURIS # 101751
Address of Service (if different from attorney address above): <input type="text"/>		
Party # 01 WALTER'S PLUMBING & HEATING		
Parties With No Appearance On Record		
Party Name: SUSAN HOEFER , # 50		
Address of Service: <input type="text"/>		

Note: The information that you enter on this page will be printed on the form that the system creates for you to file. Effective January 1, 2012, Practice Book Section 3-4 requires that whenever an appearance is filed in any civil or family action, a copy of that appearance must be mailed or delivered to all counsel and self-represented parties of record.

19. Provide the appropriate information about addresses of service; then sign your appearance by entering your individual juris number:
20. Enter the telephone number and the date of mailing or delivery

Certification of Service		
hereby Certify that a copy was mailed/delivered to all counsel and self represented parties of record.		
Electronic Signature - Your individual JURIS # here:		<input type="text"/>
Telephone:	(XXX-XXX-XXXX)	<input type="text"/>
Enter Date Mailed/Delivered here:	(MM/DD/YYYY)	<input type="text"/>
<input type="button" value="Continue"/>	<input type="button" value="Change this Appearance Information"/>	<input type="button" value="Cancel"/>

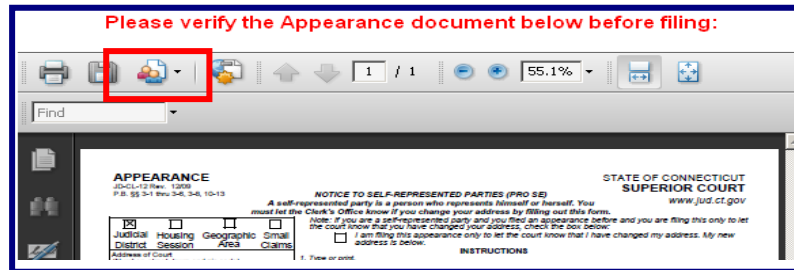
21. Click **Continue**

Note: DO NOT click the *Back* button on your browser or the *Cancel* button to return to the previous page. Clicking either button will clear the information that you have entered. Use ONLY the **gray buttons** provided at the bottom of the screen to move back and forth in e-filing.

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22. After you have reviewed the fillable form for accuracy, you may use the **Print** button in the document window to print out a copy

Note: You did not create this document because it is a system-populated form; therefore, you will need to print or save a copy for your own records.



23. Click **E-File this Appearance** to move to the Confirmation screen

The screenshot shows the "Confirmation of E-Filing" screen for the State of Connecticut Judicial Branch. At the top, there is a banner with the text "State of Connecticut Judicial Branch" and the state seal. Below the banner, a message states "You have successfully e-filed!". The "Instructions" section provides additional information about the transaction. Below the instructions, there are three buttons: "Print", "Back to E-Filing Menu", and "Logout". The "Confirmation of E-Filing" section displays the following information:

Docket Number:	FBT-CV-12-6014518-S
Case Name:	WALTER'S PLUMBING & v. HOEFER, SUSAN et al
Type of Transaction:	Appearance
Date Filed:	Dec 28 2011
Appearance by:	101589 HUNT LEIBERT JACOBSON PC
Appearance for this Party(ies)	

Party #	Party Name
50	SUSAN HOEFER

Below the table, the "Document Filed" is listed as "JD-CL-12 Appearance" and the "Date and Time of Transaction" is "Dec 28 2011 11:59:29 AM".

Note: This is the **ONLY** opportunity you have to obtain a copy of the confirmation screen. You are required to print this screen or save it electronically for your file.

24. Click on the Docket Number in order to return to the case detail page. You can now view all electronically viewable documents, and file documents electronically in this matter.